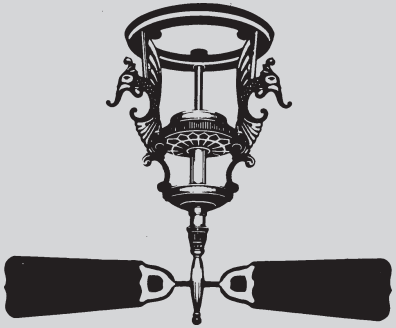
SINCE 1886

Installation and Operation Manual For Hunter Ceiling Fans



CONGRATULATIONS!

Your new Hunter ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, record the following information for your records and warranty assistance. Please refer to the carton and the Hunter nameplate (located on top outside fan motor housing) for the proper information.

Model Name _____

Catalog No. _____

Serial No. _____

Date Purchased _____

Where Purchased _____

_____

Attach Your Receipt
or a Copy of
Your Receipt Here

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IMPORTANT INFORMATION

⚠ CAUTIONS

- Read entire booklet carefully before beginning installation and save these instructions.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.

⚠ WARNINGS

- To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.
- To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.
- To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.

DO YOU NEED HELP?

To install a ceiling fan, be sure you can do the following:

- Locate ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

STEP 1 - GETTING READY

GATHERING THE TOOLS

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

OPTIONAL ACCESSORIES

Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product.

For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.

PREPARING THE FAN SITE

The location of a ceiling fan and how the fan is attached to the building structure are essential for reliable operation, maximum efficiency, and energy savings. For this reason, we have included a separate booklet — "Guide to Choosing and Preparing a Ceiling Fan Site" — to help you select the best location for your fan. The booklet also provides information to ensure your fan support and electric outlet box meet UL-approved safety codes for ceiling fans.

The instructions in this installation manual assume that you have used "Guide to Choosing and Preparing a Ceiling Fan Site" to pick the fan location and make certain the proper fan support and outlet box are installed.

CHECKING YOUR FAN PARTS

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

Hint: If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

The fan includes a separate diagram of the screws and other small parts needed for the fan. Keep this diagram handy for identifying parts during installation; the diagram indicates the step in which each part is used.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 901-248-2222.

INSTALLER'S CHOICE®

This patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways. The steps in this manual include specific instructions for the fan mounting method of your choice. For a ceiling 8 feet or higher, standard mounting is recommended.

Flush Mounting (Figure 1a) fits close to the ceiling, for low ceilings less than 8 feet high.

Standard Mounting (Figure 1b) hangs from the ceiling by a connector pipe (included), for ceilings 8 feet or higher. For ceilings higher than eight feet, you can purchase Hunter extension rods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

Angle Mounting (Figure 1c) hangs from a vaulted or angled ceiling.

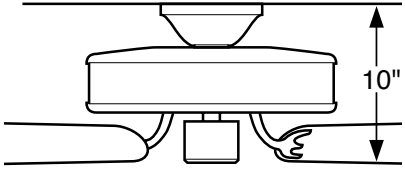


Figure 1a - Flush Mounting

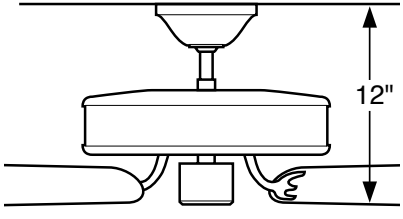


Figure 1b - Standard Mounting

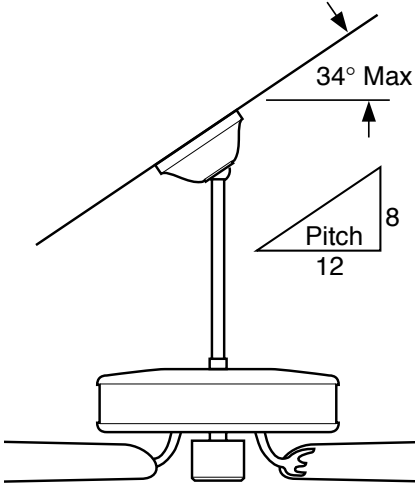


Figure 1c - Angle Mounting

STEP 2 - INSTALLING THE CEILING PLATE

1. Drill two pilot holes into the wood support structure through the outermost holes on the outlet box. The pilot holes should be 9/64" in diameter.
2. Thread the lead wires from the outlet box through the hole in the middle of the ceiling plate.
3. Your fan comes with two neoprene noise isolators. Position the isolators between the ceiling plate and ceiling by inserting the raised areas on each isolator into the holes in the ceiling plate. Refer to Figure 2a.

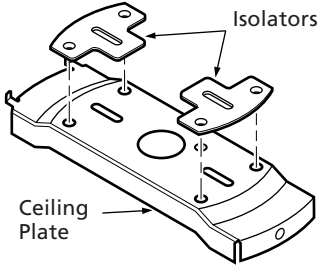


Figure 2a - Adding Isolators to Ceiling Plate

4. Align the slotted holes in the ceiling plate with the pilot holes in the wood support structure. Note: The isolation pads should be flush against the ceiling.

For Angle Mounting Only: Be sure to orient the ceiling plate so that the two hooks point up towards the ceiling peak as shown in Figure 2b. Note: You will use the hooks to support the fan during STEP 5 - WIRING THE FAN.

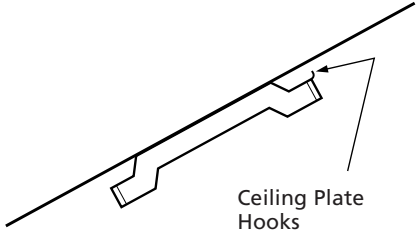


Figure 2b - Correct Position of Ceiling Plate for Angle Mounting

5. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the ceiling plate as shown in Figure 2c.
6. Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not over-tighten.

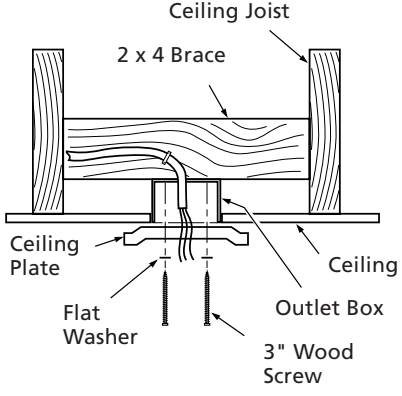


Figure 2c - Attaching Ceiling Plate to 2 x 4 Brace

STEP 3 - ASSEMBLING HOUSINGS

Some fans are shipped with the decorative upper and lower housings detached from the fan motor. This step tells you how to attach the housing. If the housing for your fan is already attached to the fan motor, go directly to STEP 4 - ASSEMBLING THE FAN.

1. Fit the upper fan housing on the motor hanger adapter. Make sure the tabs in the motor hanger adapter fit into the notches in the upper housing as shown in Figure 3a.
2. Attach the upper fan housing to the motor hanger adapter with three 1/2" screws and lockwashers as shown in Figure 3b.
3. Attach the bottom cover to the upper fan housing with thrubolts and acorn nuts as shown in Figure 3b, or with #6-32 screws and lockwashers as shown in Figure 3c – depending upon style of fan.

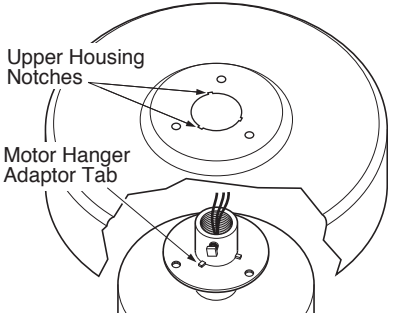


Figure 3a - Motor Hanger Adapter Tabs and Upper Housing Notches

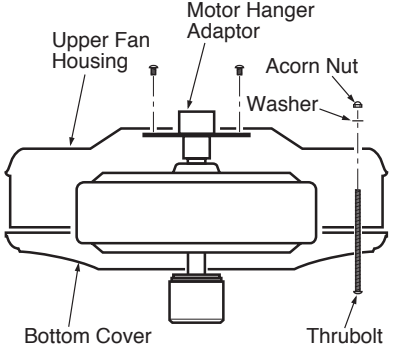


Figure 3b - Assembling and Attaching Housings to Motor Hanger Adapter

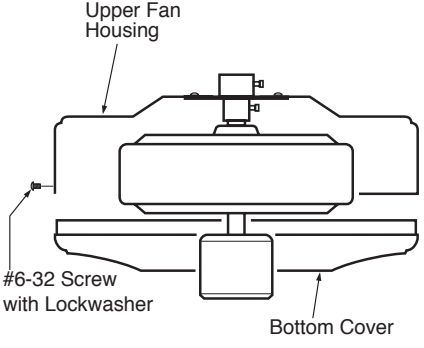


Figure 3c - Attaching Bottom Cover to Upper Fan Housing

STEP 4 - ASSEMBLING THE FAN

Use the Step 4 instructions for the type of mounting you have selected: standard, angle, or flush.

STANDARD AND ANGLE MOUNTING

For Standard 8-foot Ceilings and Higher

1. Insert the pipe through the canopy as shown in Figure 4a. Feed wires from the fan through the pipe.
2. Screw pipe into fan assembly until tight. *IMPORTANT!* Tighten pipe setscrew as shown in Figure 4a.

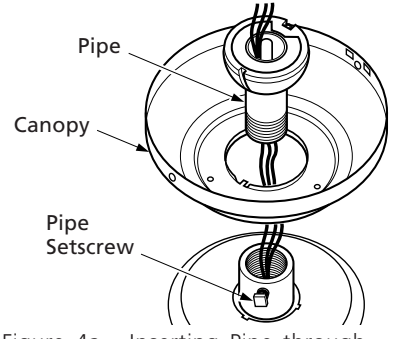


Figure 4a - Inserting Pipe through Canopy

⚠ CAUTION

The pipe has a special coating on the threads. Do not remove this coating; the coating prevents the pipe from unscrewing. Once assembled, do not remove the pipe.

FLUSH MOUNTING

For Low Ceilings

1. Fit the canopy over the motor hanger adapter as shown in Figure 4b. Make sure the canopy fits snugly against the fan assembly with no space between the pieces.
2. You will find a large assembly washer included with the fan. Place the washer over the adapter and canopy as shown in Figure 4b.

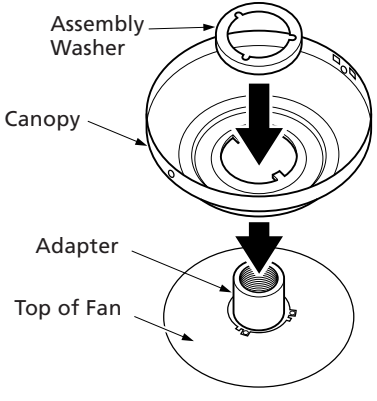


Figure 4b - Placing Canopy and Washer Over Adapter

continued

3. Position the slots in the assembly washer over the threaded holes in the adapter as shown in Figure 4c.

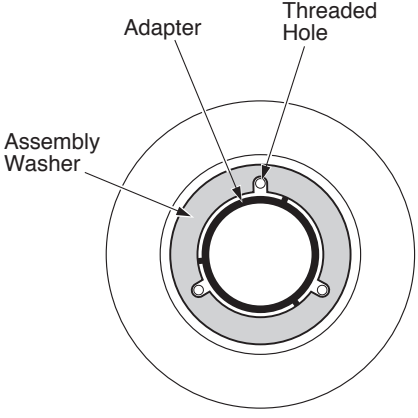


Figure 4c - Positioning Assembly Washer Slots over Threaded Holes

4. Attach the canopy tightly to the fan assembly with three #8-32 assembly screws and lockwashers as shown in Figure 4d.

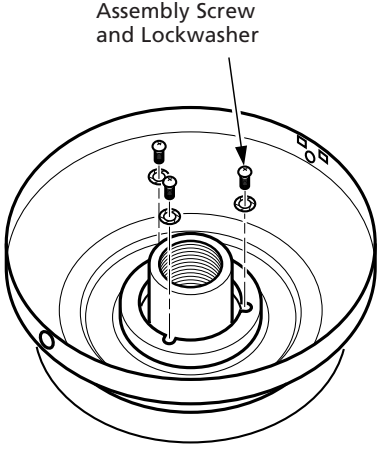


Figure 4d - Attaching Canopy to Fan Assembly

STEP 5 - WIRING THE FAN

1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
2. Tilt and hang the assembled fan from the ceiling plate hooks. Slip two rectangular canopy slots over ceiling plate hooks as shown in Figures 5a and 5b.

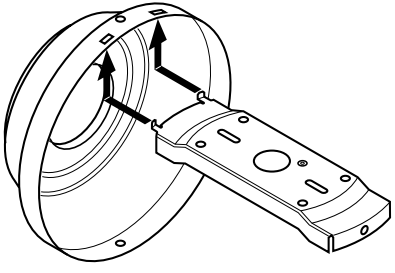


Figure 5a - Attaching Slots on Canopy to Ceiling Plate Hooks

Note: To hang the fan you must tilt the canopy to an almost vertical position so the canopy slots come down over the ceiling plate hooks.

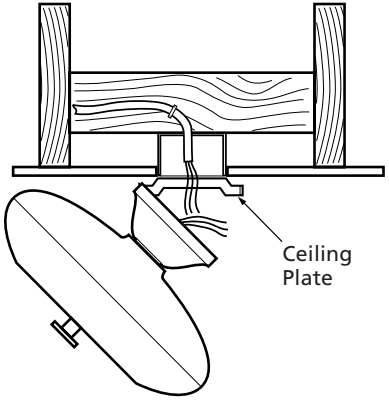


Figure 5b - Assembled Fan Hanging from Ceiling Plate Hooks

3. You can use either one or two wall switches to control the fan and/or lights separately. Use connection 1 on page 14 to
   - control the light with a wall switch and the fan with a chain pull (one wall switch required)
   - control the light with a chain pull and the fan with a wall switch (one wall switch required)
   - control the light with one wall switch and the fan with another (two wall switches required)

   Use connection 2 on page 14 if there is no separate wall switch power wire for the light fixture.

   Note: Wall switches not included.

continued

4. Connect the wires as shown in Figure 5c. To connect the wires, twist the bare metal leads together. Place a wire nut over the intertwined length of wire and twist clockwise until tight as shown.

⚠ CAUTION

Be sure no bare wire or wire strands are visible after making connections.

5. Separate the connected wires by placing the green and white wires on one side of the outlet box and the black and the black/white wires on the other side of the outlet box.
6. Turn the connectors upward. Push the wires gently into the outlet box.

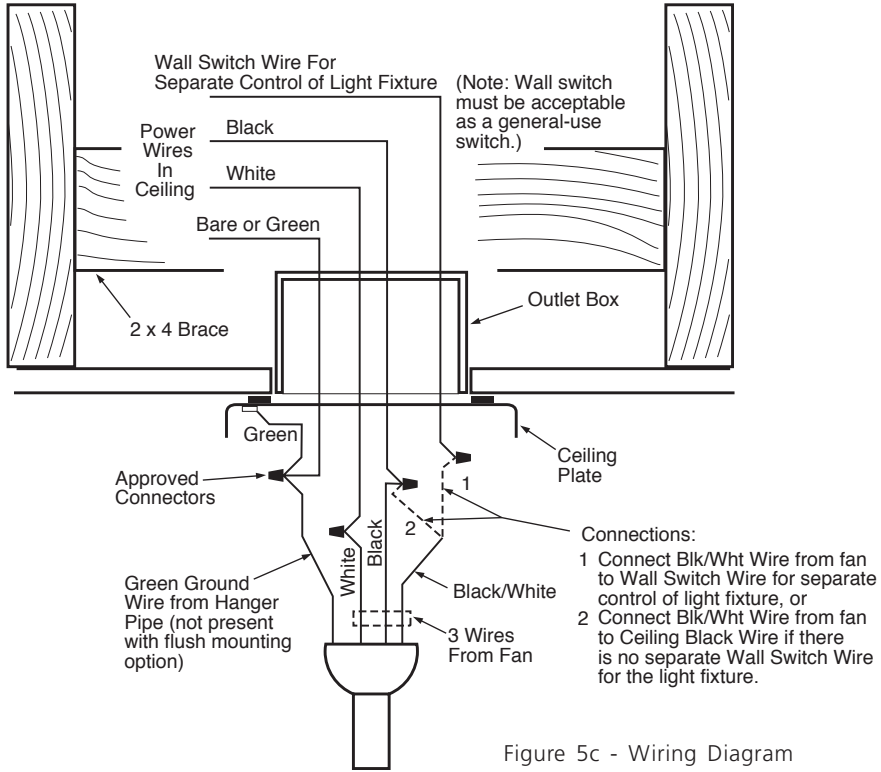

Wall Switch Wire For
Separate Control of Light Fixture
(Note: Wall switch must be acceptable as a general-use switch.)
Power Wires In Ceiling
Black
White
Bare or Green
2 x 4 Brace
Outlet Box
Green
Approved Connectors
Ceiling Plate
1
2
Connections:
1 Connect Blk/Wht Wire from fan to Wall Switch Wire for separate control of light fixture, or
2 Connect Blk/Wht Wire from fan to Ceiling Black Wire if there is no separate Wall Switch Wire for the light fixture.
White
Black
Green Ground Wire from Hanger Pipe (not present with flush mounting option)
Black/White
3 Wires From Fan

Figure 5c - Wiring Diagram

STEP 6 - HANGING THE FAN

Sub-steps 1 and 2 apply to Flush, Standard, and Angle mounting. Sub-step 3 applies to Standard and Angle mounting only.

1. Swing the fan up so as to align the canopy screw holes with the mounting holes on the ceiling plate. Refer to Figure 6a.

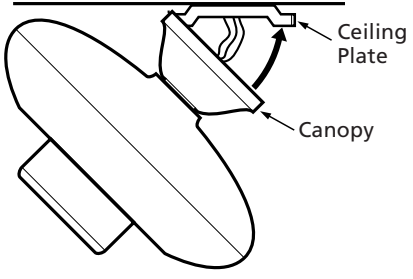


Figure 6a - Attaching Canopy to Ceiling Plate

2. Install and tighten the two #10-32 x 1/2" mounting screws.
3. For Standard and Angle Mounting only: In addition to sub-steps 1 and 2, lift the fan housing towards the ceiling and rotate the fan until each canopy tab engages a groove in the hanger ball as shown in Figure 6b.

   Note: If the tabs are already engaged, do not rotate.

⚠WARNING

Failure to complete sub-steps 1 through 3 could cause fan to fall. (Sub-step 3 not applicable for flush mounting.)

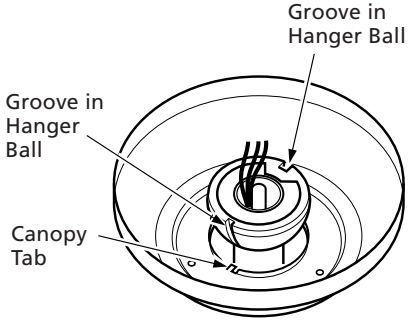


Figure 6b - Canopy Tabs and Grooves in Hanger Ball

continued

STEP 7 - ASSEMBLING FAN BLADES

Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

1. Your fan may include blade grommets (see Parts List). If your fan has grommets, insert them by hand into the holes as shown in Figure 7a.
2. Attach each blade to blade iron using three blade assembly screws as shown in Figure 7b. Some fans feature a decorative medallion as well as a blade iron. Insert the assembly screws into the blade iron, through the blade and into the medallion, with the blade sandwiched between the blade iron and medallion as shown in Figure 7c.

   If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.
3. Remove the blade mounting screws and rubber shipping bumpers from the motor.

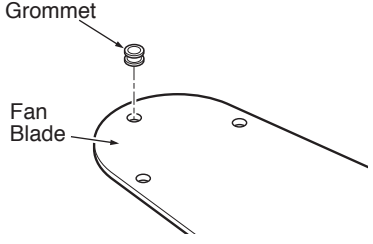


Figure 7a - Inserting Grommet into Fan Blade

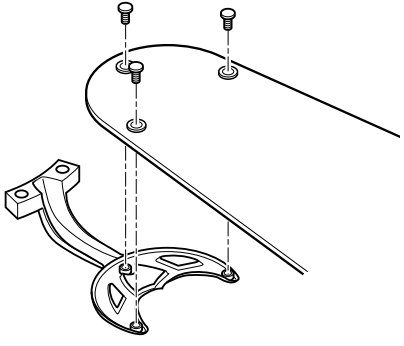


Figure 7b - Attaching Fan Blade to Blade Iron

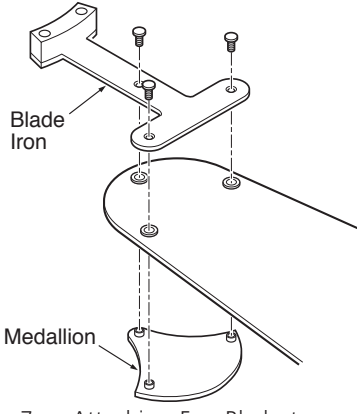


Figure 7c - Attaching Fan Blade to Blade Iron using Decorative Medallion

4. For each blade, insert one blade mounting screw through the blade iron as shown in Figure 7d, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.

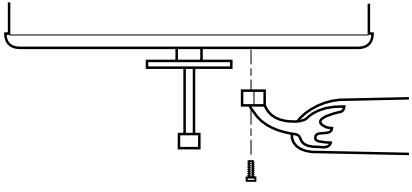


Figure 7d - Attaching Blade Irons to Hub of Fan Assembly

STEP 8 - ATTACHING THE SWITCH HOUSING

The switch housing is made up of two sections: the upper switch housing, and the lower switch housing.

ATTACHING THE UPPER SWITCH HOUSING

1. Partially install two #6-32 x 3/8" housing assembly screws into the switch housing mounting plate as shown in Figure 8a.

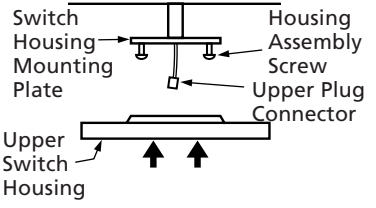


Figure 8a - Attaching Upper Switch Housing to Switch Housing Mounting Plate

2. Feed the upper plug connector through the center opening of the upper switch housing. See Figure 8a.
3. Align the keyhole slots in the upper switch housing with the housing assembly screws installed in sub-step 1.
4. Turn the upper switch housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots as shown in Figure 8b. Install the one remaining #6-32 x 3/8" housing assembly screw into the third hole in the upper switch housing. Tighten all three screws firmly.

⚠CAUTION

Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three housing assembly screws could result in the switch housing and light fixture falling.

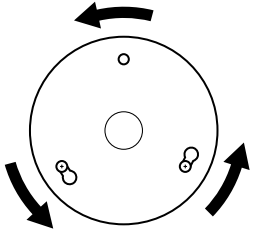


Figure 8b - Mounting the Upper Switch Housing

5. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 8c.

   Note: Both plug connectors are polarized and will only fit together one way. Make sure that both connectors are properly aligned before connecting them together. Incorrect connection could cause improper operation and damage to the product.

6. Place the lower switch housing assembly over the upper switch housing. Align the side screw holes in the upper and lower switch housings. Attach the lower switch housing to the upper switch housing with three #6-32 x 3/8" housing assembly screws. See Figure 8c.

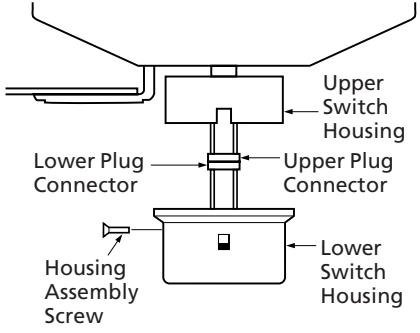


Figure 8c - Plug Connection and Lower Switch Housing Installation

Note: If your fan does not include a light fixture, you may purchase an accessory light kit separately. See STEP 9 - INSTALLING LIGHT FIXTURE.

STEP 9 - INSTALLING LIGHT FIXTURE

INSTALLING ACCESSORY LIGHT KITS

To install the light kit, follow the instructions included with the kit for wiring, mounting, and assembly.

OPERATING YOUR HUNTER FAN

1. Turn on electrical power to the fan.
2. The pull chain controls power to the fan. The chain has four settings in sequence: High, Medium, Low and Off.
   - Pull the chain slowly to change settings.
   - Release slowly to prevent the chain from recoiling into the blades.
   - The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.
3. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.

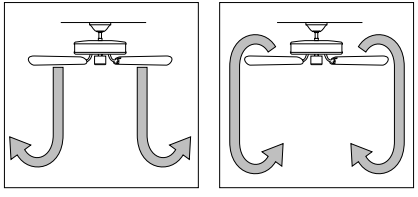


Figure 10a - Air Flow Patterns

To change the direction of air flow, turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position as shown in Figure 10b. Restart fan.

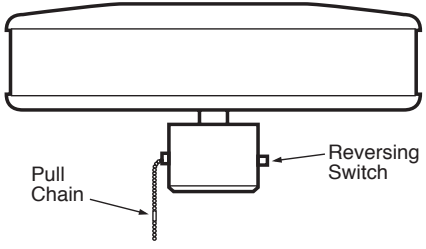
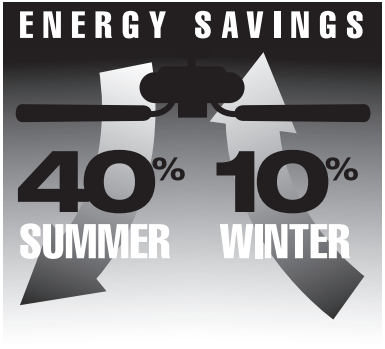


Figure 10b - Pull Chain and Reversing Switch

4. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.



Hunter fans have the power to cut your cooling costs up to 40%.

Beat the High Cost of Cooling

The air movement created by a Hunter ceiling fan lets you set your thermostat higher and still stay comfortable. Every degree you raise the thermostat saves up to 7% on energy costs. So, you can cut back on expensive air conditioning...and save up to 40%* on cooling. In winter, your Hunter fan recirculates warm air and saves up to 10%* on heating bills.

*Your savings many vary based on climate, building type and thermostat setting. On average at low speed settings.

Save Energy and Money While Protecting the Environment

Congratulations! You're saving energy and money while protecting the environment by purchasing this ENERGY STAR qualified Hunter ceiling fan! With this purchase, you are doing your part to protect the environment. In 2010, ENERGY STAR qualified ceiling fans are projected to cut air pollution by more than 500 million pounds!

Your new ceiling fan has earned the ENERGY STAR label because it meets high energy efficiency specifications set by the Environmental Protection Agency (EPA). ENERGY STAR labeled ceiling fans save energy because they have more efficient fan motors and air delivery due to more aerodynamic blade configurations. Ceiling fan models bearing the ENERGY STAR label move air 14 - 20% more efficiently than typical ceiling fan models. For more information on ENERGY STAR visit www.energystar.gov.

CLEANING AND MAINTENANCE

Caring for finishes: For cleaning, a soft brush or lint-free cloth should be used to prevent scratching the finish. A vaccuum cleaner brush nozzle can remove heavier dust. Surface smudges or an accumulation of dirt and dust can easily be removed by using a mild detergent and a slightly dampened cloth. An artistic agent may be used, but never use abrasive cleaning agents as they will damage the finish.

Caring for blades: Wood finish blades should be cleaned with a furniture polishing cloth. Occasionally, a light coat of furniture polish may be applied for added protection and beauty. Painted and high-gloss blades may be cleaned in the same manner as the fan finish.

MANUFACTURER'S PHONE NUMBER

If you need parts or service asssitance, please call 901-248-2222 or visit us at our WEB site at:

http://www.hunterfan.com

TROUBLESHOOTING

PROBLEM	PROBABLE CAUSE	SOLUTION
Nothing happens; fan does not move.	1. Power turned off, fuse blown, or circuit breaker tripped.	1. Turn power on, replace fuse, or reset breaker.
	2. Loose wire connections or wrong connections.	2a. Loosen canopy, check all connections according to STEP 5 - WIRING THE FAN (turn power off before checking).
		2b. Check the plug connection in the switch housing according to STEP 8-ATTACHING THE SWITCH HOUSING.
	3. Motor reversing switch not engaged.	3. Push switch firmly up or down.
	4. Pull chain switch not "on."	4. Pull switch chain.
	5. Shipping bumpers still in place.	5. Remove shipping bumpers.
Noisy operation.	1. Blade brackets screwed loosely to motor.	1. Tighten screws until snug.
	2. Blade screwed loosely to blade iron.	2. Tighten screws until snug.
	3. Blade cracked.	3. Replace all blades.

PROBLEM	PROBABLE CAUSE	SOLUTION
Noisy operation (continued).	4. Using non-approved speed control.	4. Change to approved speed control.
	5. Glass screwed loosely to fixture.	5. Hand-tighten the light fixture screws. Ensure that rubber noise isolators are installed.
	6. Switch housing is loose.	6. Check and tighten screws to the switch housing mounting plate and to the upper and lower switch housing.
Excessive wobbling. Note: When switching from medium to low speed, you may notice some fan wobble. When the fan stabilizes at low speed, wobble will disappear.	1. Unbalanced blades.	1. Use balancing kit included with fan.
	2. Loose blades or blade irons.	2. Tighten all screws.
	3. Fan not secure on hanger assembly.	3. Turn power off, support fan very carefully, loosen canopy and hang correctly.
	4. Fan hanger ball not seated in canopy tabs.	4. Turn power off, support the fan very carefully, and check that the hanger ball is properly seated.

If you have tried these troubleshooting solutions and still have trouble, call 901-248-2222 or visit our Web site at http://www.hunterfan.com.